

## Application for Transcript Review

The Vermont Agency of Education has two options for applying for a Transcript Review. You can complete this paper application *or* apply electronically using the *Vermont Online Licensing System for Educators*<sup>\*\*</sup>. If you use this paper application, please use the checklist provided to assure you have completed the application properly and have included all required materials. Applications will be screened for completeness. Complete applications will be processed in date order; incomplete applications will be returned to educators minus the \$40.00 non-refundable processing fee.

### Contacting the Licensing Office:

**E-mail:** [AOE.LicensingInfo@state.vt.us](mailto:AOE.LicensingInfo@state.vt.us)

**Mail to:** Office of Educator Licensing  
Vermont Agency of Education  
219 North Main St., Suite 402  
Barre, Vermont 05641

**Web page:**  
[education.vermont.gov/licensing](http://education.vermont.gov/licensing)

### Call the Licensing Help Line:

Telephone: (802) 479 - 1700  
Fax: (802) 479 - 4313  
Monday through Friday  
8:00 AM – 4:30 PM

### Steps for completing this application

- 1) Official College transcripts either in sealed envelopes or sent directly to the AOE via the [AOE.LicensingInfo@state.vt.us](mailto:AOE.LicensingInfo@state.vt.us) email.
- 2) This Application Form
- 3) \$40.00 Processing Fee (non- refundable) – check payable to the Vermont Agency of Education
- 4) Completed Transcript Review Worksheet for the desired Endorsement or enclose the official transcript with a recommendation for licensure for the desired endorsement
- 5) Completed Transcript Review Worksheet for Core Teaching or Leadership Standards for VT Educators (**if applicable**)
- 6) Official transcripts, if not already on file
- 7) Verification testing requirements have been met
- 8) Verification of Practicum (see instructions for more information)
- 9) Course descriptions or syllabi
- 10) Resume

*Incomplete applications will be returned to the applicant unprocessed minus the \$40.00 non-refundable processing fee*

**\*\*You may complete this application in the Vermont Online Licensing System for Educators. You can do this by going to the Vermont Online Licensing System for Educators <https://alis.edlicensing.vermont.gov/Login.aspx> , registering, and completing the transcript review application to become eligible for initial licensure OR add an endorsement to your teaching credentials. When you register, please include a current **email address that you check frequently**.**

To help facilitate the Agency's service to you, it is **your responsibility** to update your personal information in the online system anytime it changes. The email address on record will be used to communicate information about this application as it is processed beginning with an email receipt verifying the Agency has received this application.

- If you would like a mailed receipt as well, please include a self-addressed stamped postcard with your application. It will be date-stamped to verify receipt and returned to you.
- **If you would like** your official college transcripts or test scores reports returned to you after processing, please complete this form. If not, these materials will be scanned into your record and shredded once processing is complete.

Transcript Review Application Checklist:

- ☐ Required fee-Check #1--\$40.00 non-refundable processing fee – payable to the Vermont Agency of Education
- ☐ Completed application form
- ☐ Completed Transcript Review Worksheet for the desired Endorsement or enclose the official transcript with a recommendation for licensure for the desired endorsement
- ☐ Completed Transcript Review Worksheet for Core Teaching or Leadership Standards for VT Educators (if applicable)
- ☐ Official transcripts, if not already on file
- ☐ Verification testing requirements have been met
- ☐ Verification of Practicum (see instructions for more information)
- ☐ Course descriptions or syllabi
- ☐ Resume
- ☐ Documentation of any credentials that are required by the endorsement sought.

Mail complete application to: Office of Licensing, Vermont Agency of Education, 219 N. Main St., Suite 402, Barre, VT 05641

Application processing:

- Applications will be reviewed in date order once accepted
- Applications will be processed within 30 days of receipt
- If an application remains 'under review' for more than 60 days, a '30-day' close letter will be sent.
- Pending applications will be closed after 90 days.

**[Exceptions to this policy are at the discretion of the Agency]**



Office of Licensing and Professional Standards  
219 North Main Street, Suite 402  
Barre, VT 05641

**\*\*OFFICE USE Jan. 2015\*\***

## Application for Transcript Review

Please type or print clearly. This application will become a permanent document in your file.  
You will receive an email response when your application has been reviewed.  
Processing time: 6-10 weeks

1. Social Security Number: 

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 2. Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

3. Name: \_\_\_\_\_  
Last First MI

4. Mailing Address: \_\_\_\_\_  
Street/PO Box City/Town State ZIP

5. Phone: (     ) \_\_\_\_\_ 6. E-mail: \_\_\_\_\_

7. This is my first non-conditional Vermont Educator License YES NO

8. Level I endorsement(s) I currently hold \_\_\_\_\_

9. Level II endorsement(s) I currently hold \_\_\_\_\_

10. I want to add this endorsement (include the instructional level) \_\_\_\_\_

### Check only one:

- ☐ I have enclosed a transcript that includes a printed statement that I have been recommended by the college / university for this endorsement. I, therefore, have not completed the Transcript Review Worksheet.
- ☐ I do not have a transcript that has a recommendation by the college/university for this endorsement. I, therefore, have completed the Transcript Review Worksheet

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

**Please Note:** You may be required to meet additional competencies or testing requirements if the Vermont Standards Board for Professional Educators has revised the requirements for the endorsement you are seeking any time prior to receipt of this form by the Agency of Education.